



## Job Description

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**TITLE:**

Project Coordinator

**REPORTS TO:**

Director of Real Estate Development & Planning

**DIRECT REPORTS:**

None

**REVISED:**

February 2019

## SUMMARY OF RESPONSIBILITIES

The Project Coordinator is responsible for supporting project planning and implementation efforts within NORA's Residential Development, Commercial Revitalization, and Land Stewardship programs. The Project Coordinator is responsible for supporting and executing work plans associated NORA's projects and programs. Specifically, the Project Coordinator will support the agency through data and case management, visualization and mapping, report writing, and quantitative analysis.

The Project Coordinator works closely with and under the supervision of the Director of Real Estate Development & Planning and alongside NORA Program and Project Managers as assigned for specific scopes of work.

## ESSENTIAL DUTIES

- Assist in implementation of various property disposition and development strategies including auctions, Lot Next Door, Requests for Proposals (RFPs), etc.
- Coordinate the landscape enhancement program for side lot purchasers from pre-sale through project close-out, serving as the point of contact for program participants
- Coordinate the community leasing program from pre-application through project close-out, serving as the point of contact for all applicants and any technical assistance providers

Project Coordinator

- Support implementation of residential stormwater management program
- Inspect and monitor the maintenance and performance of NORA-led and partner-led projects
- Process draw and payment requests
- Enter and maintain project and property data
- Prepare presentations and materials for NORA's Executive Team
- Develop marketing strategies and materials for NORA projects
- Coordinate social media

## **QUALIFICATIONS**

To perform this job successfully, incumbent must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

### **Minimum Education**

Bachelor's degree required, major or concentration in architecture, landscape architecture, urban design, urban planning, public administration, finance, real estate development or other field related to community design and development is preferred. Master's degree preferred.

### **Experience**

A minimum of two years of work experience in the aforementioned disciplines or a related field. A Master's degree may substitute for up to two years of experience.

The successful candidate will have demonstrated success in and/or possess the following skills:

- Excellent communication and interpersonal skills with proven ability to foster and maintain relationships with citizens and professional service providers alike
- Concurrent management of multiple scopes of work
- Interaction and development of relationships with members of the public
- Ability to work independently with minimal direction and supervision

- Excellent time management skills
- Basic to intermediate photography skills
- Demonstrated ability to collaborate and work as a member of a highly motivated and professional team.
- Detail-oriented and well-organized
- Fluent in all components of Microsoft Office
- Experience with web-based workflow and land management software, like The Davenport Group's LAMA (Land Management)
- Basic knowledge of Adobe Creative Suite and ArcGIS
- High standards of personal and professional integrity and trustworthiness
- Demonstrated ability to respect and maintain confidentiality whether written or verbal

### **KNOWLEDGE, SKILLS AND ABILITIES**

Candidate must possess knowledge, skill and abilities necessary to successfully perform the essential duties of the position.

### **Licenses or Certificates**

Not applicable.

### **Applications**

Please submit resume and cover letter to [nora.careers@nola.gov](mailto:nora.careers@nola.gov), and for questions please contact Anita Briant, Director of Human Resources at [albriant@nola.gov](mailto:albriant@nola.gov).

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